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PATNA HIGH COURT

NOTIFICATION

The 16th December 2014

Correction Slip No:-142

No. Misc-03-2011-518(Rules)—In exercise of the powers conferred by Clause (2) of Article 229 of Constitution of India, the Chief Justice of the High Court of Judicature at Patna, in supersession of existing clause 9 of part V of Rule 7 makes the following amendment to the “Patna High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1997.

Chapter I Preliminary

- (1.) **Short title and commencement-** (i) These rule may be called the Patna High Court Officers and Staff (Condition of service and Conduct) (Amendment) Rule, 2014
- (2.) It shall come into force with effect from the date of the publication in official Gazette.

Part II

- (3.) **Amendment in Part V Rule 7 Clause 9:-** Clause 9 of Rule 7 (Part V) shall be substituted by the following:

Sl. No.	Category /designation of post	Mode of Appointment	Minimum qualification prescribed for the appointment to the post
9.	Personal Assistant/ Stenographer	<p>By direct recruitment on the basis of</p> <p>(i) English shorthand-typing test with minimum speed of 100 words and 40 words per minute respectively.</p> <p>(ii) Typing (English) speed of 40 words per minute.</p> <p>(iii) English language and grammar test.</p> <p>(iv) Knowledge of Computer applications.</p> <p>(v) Oral Interview.</p> <p>The minimum qualifying standard will be :-</p> <p>(i) Accuracy of 90 % in English Shorthand typing test;</p> <p>(ii) 95 % in English typing test;</p> <p>(iii) 60 % marks in English Language and grammar test;</p> <p>(iv) 60 % marks in computer application test,</p> <p>(v) 30 % marks in oral interview</p> <p>Provided that except in regard to interview, if any candidate secures 5 % less than the minimum excepted marks in any of the above, he may be selected purely on adhoc basis for one year, during which period he will have to clear the expected minimum qualifying standard in two biannual tests held in respect of the subject of deficiency. Unless regular appointment is made by specific order, candidate will continue to be an ad hoc appointee. If the candidate clears the expected minimum qualifying standard within</p>	<p>(i) Shall possess a Bachelor Degree from a recognized University. Preference may be given to Law Graduates.</p> <p>(ii) Unless the candidate is a Honours graduate in English or a Post Graduate in English, he must have obtained 50 % marks in English at the Intermediate Examination.</p> <p>(iii) Shall possess a certificate of English Shorthand and English Typing from an institution recognized/registered by or with Government.</p> <p>Note:</p> <p>(a) The certificate above mentioned must have been obtained within one year immediately preceding the date of advertisement seeking applications for appointment except in cases where they have already been working as such.</p> <p>(b) The candidate having experience of working in English shorthand and English typing with a law Firm or in a Government office would be preferred.</p> <p>(iv) Shall possess a diploma/ a Certificate of at least a 6 month's course in Computer Application from an Institution recognized by the Government.</p>

		<p>the period of Ad-hoc appointment, he shall be duly appointed in the cadre on regular basis, failing which, he shall be declared unfit for appointment in the cadre.</p> <p>Provided further that those candidates, other than above and other than in relation to marks secured in interview, who secure 10 % below the minimum expected the qualifying marks in any of the tests aforesaid may be considered for selection purely on contractual basis for a maximum period of one year as Stenographer on contract and if in biannual test held, he fails to obtained the minimum expected qualifying marks in the area of deficiency, his contracts shall stand automatically terminated. On clearing the test and attaining the standard within the contract period, they may be considered for appointment subject to vacancy.</p> <p>The contractual consolidated payment would be equivalent to the basic grade with no increment or other benefits till they become eligible for appointment in the cadre on regular basis.</p> <p>Age:- Age of candidate as on the date of public notice/advertisement shall not be less than 25 years and shall not be more than 35 years.</p>	
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(4.) Provisos shall be added after Sub Rule (1) of Rule 19:

“Provided that the appointee shall have to join within the period specified in the appointment letter. Joining time may be extended upon the satisfaction of the Appointing Authority.

Provided further that the appointee who joins after the period specified in the appointment letter and in the extended period, his/her seniority shall be determined on the basis of their date of joining.”

(5.) After Rule 22, the following new Rule 22A shall be inserted;

22A. Annual Confidential Remarks of officers and Staff-

Annual Confidential Remarks of all the Officers and Staff for each year shall be maintained in the following manner:-

(i) The remarks in relation to officers of the rank of Joint Registrar and above shall be given each year by the Chief Justice;

(ii) The remarks in case of other Officers of Registry Shall be given every year by the Registrar General.

(iii) In case of all other officers and staff, the Registrar General shall record the remarks each year on the basis of report of concerned Registrar / Joint Registrar Incharge.

Provided that in case of all the Officers and Staff attached to the Judges and Officers of the Registry before writing their ACR, the Registry shall obtain opinion each year about (i) punctuality (ii) Behaviour (iii) Willingness to work

(iv) proficiency and accuracy (in case of Sr. Secretary/Secretary, Sr. P.A./P.As. and Court Master) and ACR of such Officers shall be based on the opinion given by the Judges and Officers of the Registry.

Provided further that in case the Sr.Secretary/Secretary/Sr. P.A./ P.As. are in reserve pool, opinion shall be obtained from two judges with whom he/she works most.

(6.) Rule 23 shall be substituted by the following, namely-“23. Seniority-

(1) Save and except as provided in Rule 19 and Rule 24, seniority of the Officers and staff appointed on the basis of written examination/ prescribed test/ interview in each category of post in the establishment shall be arranged according to the serial number in the select list.

(2.) The inter-se-seniority of the Officers and the Staff shall remain unchanged if appointed by promotion in one transaction.

(3.) In case of appointment to the Assistants in the same transaction, the direct recruitment shall rank senior to those appointed on promotion through limited departmental examination, against vacancies in a particular year.”

(4.) The inter-se-seniority of promotees from different cadres shall be determined according to the respective date of appointment in the basic cadre.

Savings-All actions taken prior to the commencement of Patna High Court Officers and Staff (Condition of Service and Conduct) (Amendment) Rules 2014 shall be deemed to have been validly taken and exercised notwithstanding the amendment to these Rules.

**By Order of the Court,
Sd./Illegible,
Registrar General.**

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